

**ARIZONA DEPARTMENT OF EDUCATION**

**Tom Horne**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

School Finance  
1535 West Jefferson  
Phoenix, Arizona 85007  
(602)-542-5695  
(602)-542-3099 fax

---

**SCHOOL FINANCE MEMORANDUM 11-035**

**TO:** Superintendents, Business Managers, and Administrators

**FROM:** Yousef Awwad, Director of School Finance

**DATE:** November 30, 2010

**SUBJECT:** School Finance Update

This memo is to inform you of general updates as well as those relating to SAIS.

If you have any questions regarding these updates, please do not hesitate to call your assigned account analyst. A listing of account analysts can be found on the School Finance website at <http://www.ade.az.gov/schoolfinance/> within the Contacts section.

**1) FY10 Statewide Recalculation**

The statewide recalculation has been completed. Your reports are available to you and contain the final figures. There are no known issues, but if you do notice data that looks inaccurate, please contact your account analyst.

**2) FY 2010 15-915 Data Corrections**

Once the system modifications are complete, we will begin opening windows again for FY 2010 data corrections. If you have requested a 915, your account analyst will contact you once we begin processing. If you need to make data corrections and have not yet requested a 915, instructions defining how to request a correction can be found on the School Finance website within the Frequently Asked Questions section.

|

**3) Private School Students Attending a JTED**

A student who resides in a member district and attends a private school for regular education may enroll in the associated JTED satellite or main campus and generate ADM for the JTED membership.

**4) JTED Funding for Common School District Students**

The change below, as listed within Memo 11-022, has been postponed until FY 2012.

JTED enrollment funding	Common School Districts (type 03) are not eligible for state funding in JTED courses.	Common School Districts (type 3) are not eligible for JTED funding unless they become a member district of the JTED, which requires that the voters approve the JTED tax resolution. If students are attending a high school in another district that has a JTED Satellite and the students enroll in the JTED satellite, the student should be submitted with a Tuition Payer code of 2.
-------------------------	---	---

**5) Charter Estimated Counts used for December and January Payments**

Estimated Counts was used for the December payment and will continue to be used for the January payment for all charters. For modifications to your estimated counts for the January payment, windows will be opened on an as-requested basis beginning with December 3<sup>rd</sup> and will all close on December 17<sup>th</sup> at 4:00 pm.

Please keep in mind that estimated count means the projected ADM for the current fiscal year and is not the headcount of the pupils enrolled. Please see [Memo 10-079](#) for the original FY 2011 instructions on submitting your estimated counts.

**6) New FY 2011 Business Rules**

New business rules have been posted to the School Finance website at <http://www.ade.az.gov/schoolfinance/>. The link to the rules can be found within the Business Rules/External Guidelines section and is named “Business Rules and Presentations”.

The latest rules cover modifications regarding the Concurrency and Limiting Module and the Arizona Online Instruction (AOI) FTF (full-time funding) Status. Please take a moment to review these rules so you are aware of the changes for this fiscal year. All documents on this site are labeled with a fiscal year. Please look within the Fiscal Year column for all 2011 changes.

**7) SDER Updates**

SDER is currently open for districts that have not submitted their SDER data and will be closed on November 30, 2010 at 4:00 pm. SDER had been closed on October 15, 2010, as per [A.R.S. § 15-941 \(C\)](#), but re-opened on November 3<sup>rd</sup> to accommodate the LEAs using Infinite Visions software. Infinite Visions enhanced their SDER file generation program to provide more accurate and efficient reporting of the SDER data and requested that their clients have additional

time to submit their data as the enhancements to their software were not complete prior to the October 15<sup>th</sup> deadline.

**8) Maximum Age Requirements for State Funding**

Arizona Department of Correction and Arizona County Jails: ADM is funded for students with disabilities until they turn 22 years of age. However, non-SPED students are funded until they turn 18 years of age (ARS 15-1372-A and 15-913.01).

School Districts, JTEDs, Charters, Arizona Online Instructions (AOI) and Juvenile Detention centers: ADM is funded for students with disabilities until the end of the year in which they turn 21 years of age. However, non-SPED students are funded until they turn 22 years of age (ARS 15-1343-A, ARS 15-821-A, and ARS 15-913, ARS 15-761-2 and ARS 15-782.02).

**9) October 1 Enrollments**

The US Dept of Education requires the ADE to submit various data regarding the LEAs and schools on an annual basis; part of the data required is October 1<sup>st</sup> enrollments. In order to accurately calculate the number of enrollments your LEA and/or school had on October 1<sup>st</sup>, we are requesting that you submit all of your enrollments and ensure that they have passed integrity by January 15, 2011. Please ensure that if your students are enrolled on October 1<sup>st</sup> that they are in SAIS by this date in January.

**10) School Finance Website Changes**

We are in the process of making modifications to our website and will be upgrading some of the technology used for various portions of our site. If you have some of our web pages saved as Favorites within your browser and they no longer work, please go to the School Finance website at <http://www.ade.az.gov/schoolfinance/> and use the links within this site, our home page, to find the page you were looking for. All links on our home page will be updated to point you to the new page.

**11) Statewide recalculation payment adjustment for the Charter**

The charter statewide recalculation annual equalization amount for fiscal year 2010 has been finalized. All charters receiving a fiscal year 2010 equalization adjustment have been updated. FY2010 CHAR55-1 and CHAR64-1 reports have been posted to the district/charter home page at: <http://www.ade.az.gov/Districts/EntitySelection.asp>.

For charters who have a positive adjustment, they should have received funding by 11/15/2010; for charters who have a negative adjustment, the adjustment will be processed as an *equalization adjustment* on the charter's **December 1, 2010, FY2011 CHAR64-1** report. This means that the adjustment amount will be subtracted from the current year annual equalization state aid payment.

**12) Statewide recalculation payment adjustment for the District**

The district statewide recalculation annual equalization amount for fiscal year 2010 has been finalized. All districts receiving a fiscal year 2010 equalization adjustment have been updated. FY2010, APOR55-1 and APOR64-1 reports have been posted to the district/charter home page at: <http://www.ade.az.gov/Districts/EntitySelection.asp>.

These FY2010 equalization adjustments will be processed as an *equalization adjustment* on the **December 1, 2010, FY2011 APOR64-1** report.

The Soft Capital Adjustment was recalculated in order to include all the JTEDs. The adjustment was included in the statewide recalculation. You will see the total amount adjustment in the **FY2010, APOR64-1** report. (Please see the line for month 16)

**13) 2010 EEO-5 Survey**

Biennially the EEO-5 survey is required to be submitted to the U.S. Equal Employment Opportunity Commission (EEOC) to provide labor force data for all public elementary and secondary school districts with 100 or more employees. Historically, the ADE has submitted this information, which is sourced from School District Employee Report (SDER) data. We recently did submit and certify this data for the 2010 EEO-5 Survey on your behalf so if you have not yet uploaded any data, there is no need for you to. If you have begun uploading data, then it is possible that your data has overwritten our submittal and you may be required to certify your data. If this is the case and you did not certify your data as you submitted it, you will receive notification from the EEOC regarding the requirement to certify your data. If you have any questions regarding this, please don't hesitate to contact your account analyst.

**14) Education Jobs**

Information is available on the governor's website <http://www.azrecovery.gov/agencies-governor-EDUJobs.html>

**15) SAIS to Stay Up During Monthly Processing**

Modifications have been made to our systems to allow SAIS to remain up and available for the submittal of transactions and report generation during our monthly aggregation processing. The system will no longer be down for long periods of time and may instead be taken down for a very short period of time on the designated weekend in preparation of the monthly processing. In order to accommodate this highly anticipated change, there will be a schedule change when integrity is run. It is currently scheduled to run bi-weekly. This schedule will be monitored and will be adjusted based on the length of time integrity processing takes. The goal is to run integrity as often and as quickly as possible.

Scheduled monthly processing is posted to the School Finance Student Detail Activity Calendar, which can be found on the School Finance website, <http://www.ade.az.gov/schoolfinance/>, within the Student Detail Activity Calendar section. Upon the scheduling of our first monthly processing for FY 2011, it will be posted here.